



Town Council

*Kevin M. Manley, President
Paul L. Federici, Vice President
Kathleen G. Hill*

*Donald J. Anderson
Eric H. Madison
Michael J. Kane
Joseph Ford*

*Town Hall – 60 Center Square
Phone: (413) 525-5400 x 1100
Fax: (413) 525-1025*

MINUTES

Town Council Minutes
Tuesday, July 26, 2016 at 6:00 P.M.
Council on Aging Media Room, 328 North Main Street
East Longmeadow, Massachusetts 01028

Present: Donald J. Anderson, Paul L. Federici, Joseph A. Ford, Kathleen M. Hill, Michael J. Kane, Eric H. Madison, Kevin J. Manley, Robert Peirent

Item 1. The Council President, Kevin Manley, opened the third meeting of the newly elected Town Council at 6:03PM with the Pledge of Allegiance and a moment of silence.

Item 2. Announcements were made in accordance with Massachusetts General Law Chapter 30A Section 20 (e). It was noted that ELCAT, the Reminder Publications, WWLP News, the Republican and the Town Clerk were taping the meeting.

Item 3. Public Comment – There were no public comments made for tonight's meeting.

Item 4. The Council had no response to the Public Comments there being no items.

Item 5. Town Manager Communications – Item 5Ai - Mr. Robert Peirent, Acting Town Manager, addressed the Council on the hiring status update of the Library Director's position. The Library's number one candidate decided not to take the position citing his eighteen years of experience in New York State and how his pension is non-transferable. Their second candidate accepted another position. The Library Trustees and their search committee will continue their search.

Item 5Aii – Building Commissioner. The screening committee consisting of Mr. Michael Kane, Planning Board Director Ms. Robyn MacDonald, Acting Town Manager Mr. Robert Peirent and Longmeadow Building Commissioner Paul Healy.

Building Commissioner Update – There are two qualified candidate recommended for the position which provides options for the Town. Mr. Kane stated that both candidates bring something to the table One candidate is a full Building Commissioner and the other candidate has 18 months experience and also fills in for other towns. The screening committee would like to have a recommendation made for the next Council meeting.

Mark Hebert, Deputy Building Inspector in Springfield, has been named as acting Building Inspector. He will work up to 20 hours per week at the same rate of pay as our recently retired building inspector.

Item 5B – Board and Commission Compensation.

In relation to the new charter, there was a discussion on how do we pay Board members. The Charter authorizes the Town Council to set compensation. The Council referenced Mr. Peirent's spreadsheet which showed FY16 tables for those boards compensated as well as not compensated. Mr. Peirent asked the council's preference on how they want to move forward. The Board of Health should be compensated. The dollars have been appropriated at the May Annual Town Meeting

Mr. Donald Anderson discussed how we allocate the funds. Mr. Eric Madison stated how the Permanent Town Manger can help allocate funds. Two boards should be paid; The Board of Health and the Town Council. Mr. Paul Federici agreed that the Board of Health needs to be compensated. Mr. Federici offered to take \$2,000 instead of \$2,500 or the same as his other Board of Health members.

Mr. Madison made a motion that three Board of Health members should make \$2,000 annually with funds coming from the Board of Selectman's FY17 budget. The motion was moved by Mr. Federici and seconded by Ms. Kathleen Hill. The motion passed unanimously.

Mr. Manley then made a motion to take a 5 minute recess which was seconded by Mr. Federici. The motion passed unanimously. The Council will pick up the remainder of the Town Manager Communications after the Interim Town Manager interviews.

Following the recess, Mr. Madison then made a reconsideration of the prior vote due to two existing board members who sit on the Board of Health. Mr. Madison made a motion that the three members of the Board of Health be compensated by an amount not to exceed \$2,000 with the monies being transferred from the Board of Selectman's budget to the Board of Health. The motion was seconded and passed 5 votes to 0 with Mr. Federici and Mr. Manley abstaining as they are the two current Board of Health members also on the Town council.

After a short recess, Mr. Joseph Ford initiated the interview process with Mr. David Marciello, Esquire, being the first candidate interviewed. Mr. Marciello addressed the Council with some prepared remarks. He is looking to get our town government up and running efficiently. We need experience as we convert to a new form of government.

Mr. Marciello continued to discuss his "First Thirty Days" document which he distributed to the

Council. We need to understand how we are set up before implementing best practice standards. We need a Master Plan for the Town as we currently don't have one. Mr. Marciello addressed issues facing the Town as stated in his document.

Mr. Ford asked the question regarding good Customer Service. Mr. Marciello states that he has a Master's in Public Administration and part of customer service is economic and math.

Mr. Manley asked a question reading leadership philosophy. Mr. Marciello said that you need to surround yourself around good people. Even if given the tools to do the job, the buck still stops with the Town Manager. Mr. Marciello also likes the Whiteboard as part of his management style.

Mr. Manley followed up about communication with department heads. Mr. Marciello stated that it's important to build trust in relationships. He has dealt frequently with unions. He makes reference to liking a family type atmosphere (celebrating birthdays and anniversaries) and having cook-outs. Mr. Marciello indicates that he wishes to work for an additional 15-20 years for no more than 2 locations.

Mr. Ford asked a question regarding building trust with a new form of government. Mr. Marciello says that there may be push back at the beginning. It's important to validate employees and townspeople concerns to form a partnership.

Mr. Manley asked about tough situation you have faced. Mr. Marciello cited a Phone Tower example. He had to rezone for Cell tower use. The phone tower was located just 50 yards from existing structures. After re-zoning existing parcels, the Cell Tower netted \$150,000.

A Mr. Marciello also oversaw an athletic field complex with lighting at no taxpayer expense and his photovoltaic panels also made money for his municipality.

Mr. Marciello stated that every piece of Public Administration matters with the stakeholders. They must be validated and part of the process. Public participation is important.

Mr. Kevin Manley asked about the challenges to transition to a new form of government. Mr. Marciello says that it can be scary. Employees affected by the change need to be heard. You need the Best Plan for the Town. Children are stakeholders and should have a say in the process.

Mr. Manly asked a question regarding challenges and opportunities and Mr. Marciello said that you need sustainability. You need the right planning that turns things into opportunities. All plans and corresponding towns are different.

Mr. Madison asked about sustainable economic growth. Mr. Marciello stated that it varies from town to town. You need to have a much defined master plan to review at least every 4 years.

Mr. Manley then asked how your skill set differs from other candidates and Mr. Marciello indicated that he has a master's in Public Administration, a degree in Political Science and a Juris Doctorate degree. He can look at things from a legal, labor and practical perspective without spending tax dollars on outside sources.

Kevin Manley asked how you would handle angry residents. Mr. Marciello states that you must hear the resident and handle each issue as it arises.

Mr. Ford informed Mr. Marciello that this now concludes the Council portion.

Mr. Marciello wants to know what the Council sees as priorities 1–10 and what is their next step in the hiring process.

Mr. Manley indicated that the Council may come to a possible hiring decision tonight. Background checks would have to be completed.

Mr. Ford indicated that the Collins Center must be factored in as they will be performing an evaluation and screening of candidates.

At 7:25, Mr. Marciello exited and a short recess was taken.

A7:32PM, Ms. Denise Menard begins her interview.

Mr. Manley asked Ms. Menard about her first 30 days on the job. Ms. Menard reviews her plan for the first 30 days. Economic growth and developing a comfortable climate are important aspects. Also, let the managers manage their departments. She has already picked up a number of documents from the town Clerk to make herself familiar with the Town.

Mr. Paul Federici asked Ms. Menard to talk about her background. Ms. Menard indicated that she was a First Selectman in East Windsor Ct. where she created a family type environment. She admitted to being a workaholic but uses good common sense in the job. She was previously a paralegal for 15 years and owns a bachelors degree in business. She grew up in Hartford and now lives in East Windsor, CT.

She said that her leadership philosophy is to surround yourself around smart people. She mentioned how certain department heads have shined under her tutelage. She possesses good mentoring and teaching skills. She likes to develop good relationships, is a Rotarian and everything with her is an open book.

Mr. Ford asked her why the East Windsor police chief said that she was the best boss he has had. Ms. Menard stated that they both inherited broken organizations, but over time that developed a good relationship which transformed into very efficient organizations. She prefers to promote staff and other colleagues over herself.

Mr. Manley asked how she would handle day to day operations and Ms. Menard indicated that the quicker she gets up to speed with staff telling her what's going on, the better it is to get to know the day to day business. She quoted that the more people know, the less they make up.

Mr. Kane referenced her Treasurer in East Windsor and her letter of recommendation. Ms. Menard said that she was hired from another town and initially was apprehensive about the job,

but now she is fully certified and under her direction has become an integral part of her team. She has seen her confidence and skills develop while on the job.

Ms. Menard also mentioned that she would get going quickly on her decision making tasks and follow the Council lead on other priorities.

Kevin Manley asked the question on how she would handle unpopular projects and Ms. Menard indicated that she instituted a new trash program with new haulers which originally was not very popular but ended up a positive for the Town and its residents.

Mr. Manley then asked about the challenges of a new form of government. Ms. Menard stated that she puts herself in the shoes of the department heads and is here to bring people together. She looks forward being in charge of all the day to day operations.

Mr. Anderson asked about concerns going to a Massachusetts governmental system being from Connecticut. Ms. Menard said she knows there are differences in some laws but by surrounding herself around good people she can absorb their knowledge and learn what she needs to perform the job more rapidly.

Mr. Manley wanted to know what sets her apart from others and Ms. Menard replied that it was her organization and negotiating skills which she has learned on the job. She believes in involving everyone, doing the right thing and is a self-described workaholic.

She will listen to all residents and their questions. If she doesn't have an answer right away, she will get back to them in a timely manner.

Ms. Menard has been on various boards and commissions including being the chairman of the WPLA Planning and Zoning Board and Finance Board. She learned the budgeting process in her 10 years on the Select board and was asked to come back as first selectman. Ms. Menard is also a member of the CCM which is the equivalent of the MAA (Massachusetts Municipal Association). She was involved in developing a self-insured plan for Liability. Ms. Menard implemented Training and Personnel policies and has served as President of the Rotary Club.

Mr. Ford stated from the Council that this concludes their portion of the interview and if there are any questions. Ms. Menard is in concurrence to act quickly and will look forward to the Council's decision in the next few days. The Collins Center still needs to do some background checks. Mr. Ford respected that she needs to give her current employer notice.

The interview ended at 8:12PM.

Following Ms. Menard exiting, the Council held a discussion on the candidates.

Mr. Madison believed that David Marciello interviewed more for the permanent position. His plan outlined that and had aspirations for the full time position. Denise Menard was sensitive to what the employees had gone through. Both are qualified but Mr. Madison favored Ms. Menard.

Mr. Manley was also leaning toward Ms. Menard. He liked her sensitivity towards employees and residents. The right fit amongst both is important. Mr. Manley believes she can manage the organization and be sensitive to what has happened.

Mr. Ford stated that they both possess different X's and O's. Ms. Menard doesn't take credit for her own successes, but looks to give credit to others. She's not a self-promotor. The East Windsor police Chief talked directly to Mr. Ford and said that our Towns loss is your Towns gain.

Ms. Kathleen Hill stated that both are qualified but are different candidates. She is favoring Ms. Menard and believes she would be a better fit. Mr. Marciello can still apply for the full time position if he so chooses as can Ms. Menard.

Mr. Kane believed Denise Menard would be more approachable. She's more humbled and qualified and speaks from the heart.

Mr. Federici likes that it's not all about her. Ms. Menard is a down to earth person which is favorable to help ease into a new form of government.

Mr. Madison indicates how she likes to tell success stories about others and Mr. Ford states that she looks at the greater good.

Mr. Anderson believes that David Marciello would be a good candidate for the permanent position and Denise Menard is a better choice for the Interim position. He likes Mr. Marciello's sound background in Massachusetts. Mr. Anderson also expressed that if Robert Peirent wanted to stay on in the Interim position he would have been in support of Mr. Peirent.

Mr. Ford stated that it is a positive to have two qualified candidates and that Mr. Peirent is a co-worker of our other department heads. The charter is written not to have him apply for this position.

Ms. Hill indicated that she's not a fan of the Interim going into the fulltime position. The Interim is like test driving. Ms. Hill raised the question will the interim Town Manager being considered for the fulltime Town Manager's position limit the talent pool for other full time candidates.

A discussion ensued on how it would be best for the Town to move forward with an external Interim candidate. There will always be an internal candidate which should not deter from external candidates. It's not fair to Mr. Peirent to keep up both positions and it will be best for the community to get this section of the Charter in motion.

Eric Madison made a motion to offer the position of Interim Town Manager to Ms. Denise Menard and to authorize the council President Kevin Manley and Councilor Joseph Ford to negotiate the compensation and benefits and then come back to the council for final approval once negotiations are settled. The motion was moved by Mr. Federici and seconded by Joseph Ford. The motion passed unanimously.

There is money in the existing Board of Selectman budget with no need to appropriate additional funds.

There was discussion to extend Mr. Peirent for a period not to exceed 30 days as Acting Town Manager and to revisit if necessary.

Mr. Madison made a motion to accept to extend Robert Peirent's as acting town Manager for a period not to exceed 30 days. The motion was moved by Mr. Federici and seconded by Ms. Hill. The motion passed unanimously.

Mr. Peirent stated that the greatest value as serving as Acting Town Manager is the opportunity versus another weeks' vacation.

Item 5C. Review of License and Permit Issuance Authority – There is a relatively small number of Licenses under the Board of Health. The Town needs to determine the difference between licenses and permits.

Mr. Federici recommended we look at how other cities and towns are set up regarding their licenses and permitting.

Mr. Madison wants to review all license, permits and other fee costs.

Item 5D – Impact of Charter Change on Town Status under Massa General Laws – There will be shifts through the executive board to the legislative board.

Town Manager Communications continued with Bob Peirent discussing the communication sent out to residents regarding water limitations due to lack of rain. Tank levels were low, but we are now trending in a better direction and can lift voluntary restrictions.

Item 6 - Act on Minutes of July 26, 2016 meeting, Open Session – Mr. Madison made a motion to accept the minutes with amended changes. Mr. Federici seconded the motion which passed unanimously.

Item 7 - Act on Minutes of July 26, 2016 meeting, Executive Session - Mr. Madison made a motion to accept the minutes with amended changes. The motion was seconded and passed unanimously.

Item 8A – Assistant Town Clerk Email, Noncriminal Disposition for Bylaw Enforcement. There was discussion on not having a state general law accepted at the local level so with no process in place we cannot act on the enforcement and collection of violations that are issued. The Council will look into this further.

Item 9A, iii,1 – By-Law Review Committee – The Town Clerk will make copies of the general by-laws and send out a letter thanking those for serving on the subcommittee . The committee members named was: Ms. Marilyn Richard, Mr. Peter Levesque, Mr. George Kinston, Mr.

Thomas O'Connor, Mr. Raymond Miller, Mr. William Fonseca and Mr. Larry Levine. Mr. Anthony Dieni was named a committee alternate.

Mr. Madison encouraged young candidates. Mr. Ford favored Anthony due to his impression of him at the Council election and his political aspirations.

Mr. Kevin Manley made a motion to accept the General By-law committee to be comprised of the aforementioned subcommittee members which he named. Mr. Paula Federici moved the motion which was seconded by Mr. Madison. The motion carried unanimously.

The Town Clerk will follow the same process with the Debt Review Committee which was named at the last Council meeting.

Item 8B – Christine M. Saulnier letter – PILOT agreement for potential medical facility development. The Council needs to get the issue out there. Mr. Anderson invited the Board of Assessors member to attend the next meeting or at least write a letter to better educate the Council.

Item 8C – Nick Breault Email – Regional Board of Selectman Meeting. Mr. Breault still wants to include East Longmeadow at its Regional Board of Selectman meetings. The council discussed this topic and determined that it depends on the day the meetings take place and who will participate.

Item 8D – Chief Dalessio and Don Maki letter – National Night out invitation. This letter extended an invitation to all Council members to participate in this year's national night out event to be held on Tuesday, August 2nd, at the High School.

Item 9Aii – Interim Council Rules – Mr. Madison had talked and reviewed with Attorney James Donahue. The council recognized Mr. Madison for his time and efforts put forth in finalizing the Interim Council rules. Mr. Madison recommended that we accept these Interim rules as permanent Council rules. A motion was made by Mr. Madison to accept these rules as permanent rules of the Council. The motion was seconded by Mr. Anderson and passed unanimously.

Mr. Anderson stated that we post these rules to the Council website as well as having Mr. Peirent forward them to all Department Heads.

Item 9A, iv, 1 – Former Chief Mellis Outstanding pay. This item will be handled in Executive session.

Item 9B,i, 1 – Three Day Liquor License Requests. Mr. Donald Anderson made a motion to approve a liquor license to the Greek Orthodox Church for the Taste of Greece to be held in October for three days beginning October 14 with the approved insurance on file. Mr. Ford seconded the motion which passed unanimously.

Item 9B,i, 2 – One Day Liquor License Requests. Mr. Anderson made a motion to approve a liquor license to St. Paul Apostle Church for August 28 with the approved insurance on file. Ms. Hill seconded the motion which passed unanimously.

Item 9B,ii, 1 – E-rate IT reimbursement. Mr. Madison made a motion to appropriate the e-Rate reimbursement of \$120,452.20 to fund the capital projects as listed/presented on the warrant as it appeared at the May 2016 annual Town meeting. The motion was seconded by Mr. Manley. Mr. Madison explained the E-rate program and taking advantage of its reimbursement program. The reimbursement comes back to the general fund. It will be up to the Town council to appropriate if they choose. Setting up a separate account will be looked at to simplify. Following the discussion a vote was taken which passed unanimously.

Mr. Madison made a motion to move to executive session. Mr. Anderson seconded the motion which passed unanimously. Mr. Manley then proceeded with a roll call vote with all in favor.

Eric Madison made a motion to return to open session to adjourn. Kevin Manley seconded the motion which passed unanimously. Mr. Manley then proceeded with a roll call vote with all in favor.

Mr. Madison made a motion to adjourn 10:08PM which was seconded by Mr. Manley. The motion to adjourn passed unanimously.